

OFFICE OF COMMUNICATIONS
Resume of Activities
Promotion and Rotation Assignment Board

5 May 1952

SECRET

RESUME OF ACTIVITIES
OFFICE OF COMMUNICATIONS
PROMOTION AND ROTATION ASSIGNMENT BOARD

The Office of Communications, Promotion and Rotation Assignment Board was established 30 October 1951 (see TAB "A"), as a means for development of personnel competent to administer and operate the unique communications systems required in support of Agency operations. This is career management in which promotion policy has a rightful part.

Board operations are governed by precepts (see TAB "B") which are designed to assure scheduled consideration of assignments and promotions for Communications personnel. Employee potential for assignment to positions of increasing responsibility and requiring greater skill is reviewed thoroughly. This is illustrated by three Board actions (names deleted) attached as TAB "C". To date, 126 actions of this type and 98 cases for promotion to grades below GS-7 have been processed by the Board. Promotion norm listings have been prepared and reviewed for all employees in grades seven through thirteen. Lower grades are handled in a similar manner by the Administrative Officer subject to review by the Board. Higher grades are handled by the Assistant Director.

TAB "D" is a "Home Leave and Reassignment Request Form" which has proved effective in Board operations. This has been made as simple and abbreviated as possible since it is believed that the arduous effort required in filling out more complex forms often defeats their purpose. TAB "E" is a policy statement which was forwarded to Field Officers simultaneously with initial distribution of TAB "D".

COMMENTS AND CONCLUSIONS

1. Operations of the Board are extremely sensitive and must be handled in strict accord with the classification "Personal-CONFIDENTIAL".
2. Promotion and Rotation cases must be handled by a single Board.
3. Board review responsibilities must be carefully separated from administrative command functions.
4. Agency personnel record systems must be devised which provide abstracts of data in a form which will expedite Board operations.
5. Board members must be prepared to devote at least six hours per week to Board activities. It is believed that this time factor can be reduced to three hours per week once the Board has become current in its operations. Patience, persistence and willing attention to details are essential attributes in a Board member.
6. Present operations of the Communications Board are compatible with plans for operations of Agency Career Service Boards.

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7. A most encouraging response and confidence in Rotation Board operations has been expressed by Field personnel.

8. Employees must not have personal and direct access to the Board. Any other procedure will work to unfair advantage of Headquarters personnel.

9. Board operations can be used to marked advantage in reducing poor morale and dissatisfaction among employees.

10. Board members must at all time realize their responsibilities as individuals not as representatives of a special group or activity.

11. Field officers must meet with the Board not less than once each year. Field and Division officers must have opportunity to concur in Board actions.

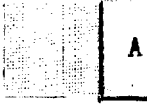
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Promotion and Rotation Assignment Board
Office of Communications

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TAB-A

C O P Y

28 September 1951

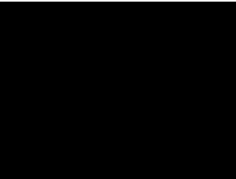
OFFICE OF COMMUNICATIONS ORDER NO. 4-51

SUBJECT: Personnel Promotion, Rotation and Assignment Board, Establishment of

1. Communications Memorandum No. 18-51 as amended by memorandum of 16 July 1951 is hereby rescinded.

2. Effective this date there is established in the Office of Communications a Personnel Promotion, Rotation and Assignment Board charged with responsibility for advising the Assistant Director for Communications in matters regarding the promotion and rotation of civilian and military personnel assigned to communications duties in the Central Intelligence Agency. Responsibility for records and current actions of previous boards will be assumed by this Board.

3. The following Communications Officers will serve on this Board:

 Chairman
Member
Member
Recorder
Secretary

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4. In order to allow effective advance scheduling for the rotation assignment and promotion of personnel, the Board will maintain or cause to be maintained by the administrative staff the following information:

a. Table of Organization for the Office of Communications including personnel assignments.

b. A table of positions in order of responsibility.

c. A file covering current position descriptions including qualifications and sources of personnel.

d. Evaluation or data for evaluation of each individual assigned to the Office of Communications. This file shall include data on education, experience, qualifications, performance of duties and a log of Agency ratings by superior officers.

e. Information on each employee describing military status, birth date and assignment preference.

f. Priorities for the filling of vacant positions (to be established on request of administrative staff by the Office, Division or Branch Chief concerned).

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g. Seven months in advance of the end of a tour of duty the administrative staff shall provide the following information on each employee:

- (1) Assignment recommendation by the chief concerned.
- (2) Training recommendation by chief concerned and by the Chief, Training Branch.
- (3) Assignment preferences to be submitted by the employee.

h. Names of Headquarters personnel available and qualified for assignment overseas shall be forwarded to the administrative staff on a continuing basis seven months in advance of the date for reassignment.

i. A Kardex file listing of personnel eligible for rotation, reassignment or promotion based on the seven months lead time noted under h.

5. Information contained in personnel records and files will be handled in accordance with Agency regulations.

6. Board actions shall be limited to recommendations on transfers and promotions covering positions grade GS-13 and below.

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TAB-B

C O P Y

3 October 1951

TO : Chairman, Personnel Promotion, Rotation
and Assignment Board
FROM : Assistant Director for Communications
SUBJECT: Guidance for Board Actions

1. The following precepts are established for guidance in Personnel Promotion, Rotation and Assignment Board actions:

- a. Assignments involving a change in station should be ascertained six months in advance of the effective date for transfer.
- b. Normally, overseas tours of duty shall be limited to two years; however, individuals may be reassigned to the same area for an additional tour of duty where exceptional conditions dictate.
- c. Reassignment of individuals shall be to duties which will broaden their experience in the field of communications, such action being consistent with the over-all requirements of the Office of Communications.
- d. No individuals shall be assigned exclusively to Headquarters training instructor duties for a period greater than two years.
- e. Personnel returning from overseas may be expected to be available for reassignment after three months based on date of departure from overseas post.
- f. Individuals fully qualified for promotion should be reassigned to a slot carrying additional responsibility and the higher grade.
- g. The Committee shall establish norms for each grade which will provide a reasonable indication as to those individuals who shall be considered for promotion. These norms will be based on the following factors:
 - (1) Total experience from the time of graduation from school to the present, in years.
 - (2) Formal education (above high school level) including special training to date, in years.
 - (3) Total OSS, CIG, CIA or related experience, in years.
 - (4) Length of time in present grade, in years.
 - (5) Time over minimum age for present grade, in years.

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(6) Age of employee.

(7) Individual's scores will be based on the sum of the factors (1) through (5).

h. A minimum age for grade level table is as follows:

<u>Grade</u>	<u>Minimum Age</u>
GS-4	19 years
GS-5	20
GS-6	21
GS-7	22
GS-8	23
GS-9	25
GS-11	28
GS-12	30
GS-13	35

The above minimum ages are to be used in computing the norms for each grade level and in arriving at the score for each individual, but are not necessarily controlling in cases where the Board considers that a promotion is justified.

i. Normally, Headquarters assignments shall be limited to four years duration.

2. Recommendations covering approval by the Assistant Director of requests for transfer from the Office of Communications to other Agency activities shall be made by this Board.

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